

July 12, 2002

Executive Director

## INDIAN HEALTH PROGRAM INVOICING INSTRUCTIONS

The process for reporting (invoicing) line item costs for Indian Health Program (IHP) grants in fiscal year (FY) 2002-2003 is described in this letter. Schedules and forms have been modified when compared to FY 2001-2002. Procedures for submittal of invoices and schedules are as follows:

### **INVOICES**

Invoices must be submitted using the enclosed "Indian Health Program Invoices Form FY 2002-2003." The invoice form complies with contracting law. It is imperative that the enclosed instructions be followed to facilitate the timely adjudication of the invoice. An incomplete and/or incorrect invoice will be returned to the grantee for completion and correction. Invoices are to be completed using the line items set forth in the clinic's approved IHP grant budget. The amount of each line item must reflect the **actual costs incurred by the clinic for work performed on the IHP grant only**. Invoices must be signed by the individual(s) identified on the "Authorization to Bind Corporation and Invoice Approval Form" submitted in April, 2002 with the IHP Request for Application FY 2002-2003.

A master invoice form is enclosed. **Additional copies of this form are available online in Microsoft Excel format at [www.dhs.ca.gov/ihp](http://www.dhs.ca.gov/ihp).** Should your agency elect to independently compose the invoice form on a computer, replicate the form exactly. Invoice forms missing items (signature blocks, PCA code blocks, columns, etc.) will be returned unprocessed.



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### ***LINE ITEM TRANSFER***

Note that grant language permits line item transfers of **up to 10 percent of the annual grant total not to exceed \$50,000 annually** without a formal grant amendment. In addition, a line item transfer will not be permitted until (1) the Department of Health Services (Department) has received a written request from the clinic to make the line item transfer, **and** (2) the clinic is in receipt of the Department's approval of the transfer.

### ***INVOICE PROCESSING AND ADVANCE PAYMENT SCHEDULE***

Clinics receiving advance payments: Advance payment instructions are forwarded under separate cover. Invoices will be used to track expenditures and offset advance payment balances. Upon full liquidation of the advance payment balance, adjudicated invoices will be paid in arrears by the State Controller's Office. Invoices should be postmarked by the 10<sup>th</sup> working day of each month, and may be submitted to the Department on a **monthly** basis.

Clinics **not** receiving advance payments: Invoices will be used to track expenditures and, when adjudicated, to reimburse the clinic, **in arrears**, for expenditures billed against the IHP grant. Invoices should be postmarked by the 10<sup>th</sup> working day of each month, and may be submitted to the Department on a **monthly** basis. Invoices cannot be adjudicated for payment by the State Controller's Office until the IHP grant has been fully executed.

In closing, the above procedures are effective immediately. Please note these instructions and the advance payment instructions are an official part of your grant. Please be reminded that invoices cannot be processed until grants are fully executed.

Thank you for your cooperation. If you have any questions, please feel free to contact the Indian Health Program at (916) 657-2771.

Sincerely,

Sandra "Sam" Willburn  
Acting Chief  
Primary and Rural Health Care Systems Branch  
Indian Health Program  
Primary Care and Family Health Division

Enclosure

cc: Fiscal Officer

